CURRICULUM OUTLINE OF INSTRUCTION
C-4D-2013

UNIT 1:   **Naval Aviation Maintenance Overview**

Terminal Objective(s):

1.0   **APPLY** Naval Aviation Maintenance Program to managed programs (CTTL item # 1)

Lesson Topic 1.1:   Introduction to the Aviation Maintenance Officer School

Enabling Objective(s):

1.1   **DESCRIBE** the administrative requirements of the Aviation Maintenance Officer School

Lesson Topic 1.2:   Naval Aviation Maintenance Program/Process

Enabling Objective(s):

1.2   **STATE** the purpose of the NAMP

1.3   **DESCRIBE** the content of each NAMP volume

1.4   **DESCRIBE** the NAMP change process regarding changes, corrections, deviations, distribution, interim changes, and user support

1.5   **LIST** the associated NAMP programs which support the Naval Aviation Maintenance Process

1.6   **EXPLAIN** the relationship between the NAMP and the Naval Ordnance Maintenance Management Program (NOMMP)

1.8   **IDENTIFY** the 10 Integrated Logistics Support (ILS) planning elements

1.9   **STATE** the responsibilities for achieving operational readiness for various levels in the chain of command

Lesson Topic 1.3:   Navy Manpower Management

Enabling Objective(s):

1.10   **STATE** directives applicable to various aspects of manpower and personnel management

1.11   **STATE** the purpose of the Manpower and Personnel system

1.12   **DEFINE** Manpower and Manpower management

1.13   **DEFINE** Personnel and Personnel Management

1.14   **DESCRIBE** the Sea Workforce Determination Process

1.15   **DESCRIBE** the Shore Manpower Requirements Determination Process (SMRDP)

1.16   **DEFINE** and state the purpose of the Required Operational Capability (ROC) and Projected Operating Environment (POE) documents

1.17   **DEFINE** Manpower Authorization and describe the role of Resource Sponsors and Claimants

1.18   **DEFINE** Manpower Programming and describe its process

1.19   **DEFINE** Enlisted Personnel Authorization (EPA) and describe how the Community Manager uses the EPA to shape a community

1.20   **STATE** the purpose and role of Manning Control Authority (MCA)

1.21   **STATE** the purpose and role of the Allocation Control Authority

1.22   **STATE** the purpose and role of the Assignment Control Authority

1.23   **DESCRIBE** Projected Rotation Date (PRD) management and its importance

1.24   **STATE** the purpose and role of the Enlisted Placement Management Center (EPMAC)

1.25   **STATE** the purpose of the Squadron Manpower Document (SQMD) / Ship Manpower Document (SMD) / Shore manpower Document (SHMD)

1.26   **DESCRIBE** an Activity Manning Document (AMD)

1.27   **DESCRIBE** how Navy Enlisted Classification (NEC) requirements are established

1.28   **IDENTIFY** NEC requirements listed in an AMD

1.29   **DESCRIBE** the general types of NECs and define DNEC

1.30   **STATE** the criteria for sequencing NECs

1.31   **DESCRIBE** the procedures for recommending a new NEC

1.32   **DESCRIBE** the sections of the Enlisted Distribution Verification Report (EDVR) and state their managerial uses

1.33   **DESCRIBE** the differences between NMP/AMD and EDVR manning levels

1.34   **DESCRIBE** how projected gains and losses are determined

1.35   **REVIEW** all applicable EDVR sections and determine solutions for specific scenarios

1.36   **STATE** the purpose of Readiness Information System (RIS) data reports

1.37   **DESCRIBE** the proposed en-route training track for a projected gain

1.38   **DESCRIBE** the purpose and various uses of the Navy Training Management and Planning System (NTMPS)

1.39   **STATE** the purpose and reporting requirements of the Personnel Manning Assistance Report (PERSMAR)

1.40   **DESCRIBE** the purpose and occasion when an Enlisted Manning Inquiry Report (EMIR) may be used

1.41   **STATE** the definition of Sea Operational Detachments (SEAOPDETS)

Lesson Topic 1.4:   USMC Manpower Management

Enabling Objective(s):

1.42   **VERIFY** the Table of Organization for accuracy

Lesson Topic 1.5:   Maintenance Training

Enabling Objective(s):

1.43   **LOCATE** information needed to manage a Maintenance Training Program

1.44   **STATE** the purpose of each type of fleet school

1.45   **STATE** the function of the CANTRAC

1.46   **IDENTIFY** the Maintenance Training Program manager

1.47   **STATE** the purpose of the Maintenance Training Program NAMPSOP

1.48   **IDENTIFY** the USMC directive for MATMEP

1.49   **STATE** the purpose of MATMEP

1.50   **LIST** the source and elements of a division training program

1.51   **STATE** the purpose of a HPRR

1.52   **LIST** the types of training available through FASOTRAGRU

1.53   **EXPLAIN** the function of NITRAS

1.54   **EXPLAIN** NATEC as it relates to training

1.55   **EXPLAIN** NETS and CETS as related to training

1.56   **LIST** the types of interservice training available

Lesson Topic 1.6:   Standard Organizational and Intermediate Level Organization

Enabling Objective(s):

1.57   **STATE** the objectives of standard organization

1.58   **IDENTIFY** structure, responsibilities and key personnel of an organizational level maintenance activity

1.59   **MATCH** the branch, work center, billet, and division to its Organizational level maintenance function

1.60   **IDENTIFY** the standard Intermediate level maintenance structure

1.61   **IDENTIFY** the responsibilities of an Intermediate level maintenance activity and key personnel

1.62   **MATCH** the branch, work center, billet, and division to its Intermediate level maintenance function

1.63   **DESCRIBE** the Marine Corps structure/responsibilities of Intermediate level maintenance

1.64   **STATE** the purpose of the Battle Force Intermediate Maintenance Activity

Lesson Topic 1.7:   Maintenance Officer/Assistant Maintenance Officer and AIMD Officer Responsibilities

Enabling Objective(s):

1.65   **STATE** the assignment policy of the Maintenance Officer and Assistant Maintenance Officer

1.66   **LIST** the qualifications and requirements of the "O" and "I" level MO and AMO

1.67   **LIST** the responsibilities of the "O" and "I" level MO and AMO

1.68   **LIST** the qualifications and requirements of the MALS MO

1.69   **LIST** the responsibilities of the MALS MO

Lesson Topic 1.8:   Maintenance Control/Maintenance Material Control Officer

     Enabling Objective(s):

1.70   **STATE** the qualifications and training requirements of the MCO/MMCO

1.71   **STATE** the responsibilities of the MCO/MMCO

1.72   **IDENTIFY** the "O" level MCO/MMCO chain of command

1.73   **EXPLAIN** the purpose of the AMRR

1.74   **LIST** the content for the Aircraft Discrepancy Book

1.75   **LIST** the format for filing items in the Aircraft Historical Files

1.76   **IDENTIFY** retention requirements for documents in the Aircraft Historical Files

Lesson Topic 1.9:   Division Officer Administrative Duties

     Enabling Objective(s):

1.77   **LIST** the administrative duties of a division officer

1.78   **DESCRIBE** the division officers responsibilities regarding TEMADD requests

1.79   **DESCRIBE** the purpose of administrative inspections

1.80   **IDENTIFY** required tasks and responsibilities from a POA&M

Lesson Topic 1.10:   Production Control

     Enabling Objective(s):

1.81   **EXPLAIN** assignment policy for MMCO/PCO

1.82   **LIST** qualifications and training for MMCO/PCO

1.83 **LIST** responsibilities of Production Control

1.84 **IDENTIFY** MMCO/PCO chain of command

1.85 **MATCH** the "I" level work center, billet, and division to its responsibilities and key personnel

1.86 **EXPLAIN** the Broad Arrow program

1.87 **LIST** the responsibility for the Aviation Material Screening Unit

1.88 **IDENTIFY** Automatic Test Bench Equipment, Maintenance Assist Modules, and Test Bench Installation material

Lesson Topic 1.11: Directives Issuance

Enabling Objective(s):

1.89 **STATE** the purpose of the directives issuance system

1.90 **IDENTIFY** the documents used in distributing directives

1.91 **OUTLINE** directive filing methods

1.92 **LIST** directive issuance system update methods

1.93 **LIST** components by which directives are identified

1.94 **EXPLAIN** the differences between a notice, instruction and change transmittal

1.95 **IDENTIFY** the purpose of the effective instruction checklist

UNIT 2: **Aviation Supply/Material Management**

Terminal Objective(s):

2.0 **MAINTAIN** supply and material management programs for Naval Aviation Maintenance (CTTL item # 96)

Lesson Topic 2.1: Aviation Support Division/MALS ASD

Enabling Objective(s):

2.49 **LIST** responsibilities of the ASD/MALS ASD

2.50   **LIST** the functions of the Supply Response Section

2.51   **LIST** the functions of the Component Control Section

2.52   **DESCRIBE** the AWP validation requirements at the ASD

2.53   **DESCRIBE** procedures for initiating depot customer service requests

2.54   **DESCRIBE** Stricken Aircraft Reclamation and Disposal Program

2.55   **DESCRIBE** procedures for monitoring components awaiting investigation

Lesson Topic 2.2:   Material Control Division/Officer

Enabling Objective(s):

2.15   **LIST** the OPTAR Functional Categories

2.16   **LIST** the responsibilites of Material Control in a Navy activity

2.17   **STATE** the contact point between maintenance and ASD

2.18   **OUTLINE** procedures to resolve discrepancies as a result of a MOV

2.19   **OUTLINE** procedures for maintaining pack up kits

2.20   **OUTLINE** procedures for requisitioning CRIPL items

2.21   **OUTLINE** procedures for requisitioning from SERVMART

2.22   **OUTLINE** procedures for establishing pre-expended bin

2.23   **IDENTIFY** the person who directs establishment of phase kits

Lesson Topic 2.3:   Naval Aviation Logistics Support Activities

Enabling Objective(s):

2.1   **EXPLAIN** the supply chain of command

2.2   **DESCRIBE** the logistic support responsibilities of NAVAIR

2.3   **DESCRIBE** the support responsibilities assigned to NAVSUP

2.4   **DESCRIBE** the responsibilities assigned to the Naval Supply System Support commands

2.5   **DESCRIBE** responsibilities assigned to Inventory Control Point, Inventory Manager and Naval Inventory Control Point

2.6   **DESCRIBE** the role of FISC and the local ASD

2.7   **DESCRIBE** the local outfitting process including AVCAL/COSAL

2.8   **IDENTIFY** the activity that issues AVCAL directives

Lesson Topic 2.4:   Supply Publications

Enabling Objective(s):

2.13   **IDENTIFY** supply publications

2.14   **LOCATE** data in supply publications

Lesson Topic 2.5:   Federal Supply Catalog System

Enabling Objective(s):

2.9   **LIST** the elements of the NSN

2.10   **LIST** the elements of the NICN

2.11   **IDENTIFY** the purpose of logistics management codes

2.12   **IDENTIFY** management procedures for requisition and receipt of material

Lesson Topic 2.6:   Uniform Material Movement and Issue Priority System (UMMIPS)

Enabling Objective(s):

2.24   **DEFINE** UMMIPS

2.25   **IDENTIFY** the FAD for a given activity

2.26   **IDENTIFY** the urgency of need designator for a given requisition

2.27   **LOCATE** the supply priority given a FAD and UND

2.28   **IDENTIFY** the project code for a requisition

Lesson Topic 2.7:   Military Standard Requisition and Issue Procedure (MILSTRIP)

Enabling Objective(s):

2.29   **OUTLINE** steps in MILSTRIP requisitioning

2.30   **IDENTIFY** MILSTRIP codes

2.31   **DESCRIBE** MILSTRIP supply status and shipment status formats

2.32   **COMPLETE** a DD Form 1348-6

Lesson Topic 2.8:   Survey of Material/DRMO

Enabling Objective(s):

2.44   **DESCRIBE** the purpose of a Report of Survey

2.45   **DESCRIBE** procedures to turn in material to DRMO

Lesson Topic 2.9:   Flight Packets

Enabling Objective(s):

2.46   **DESCRIBE** the purpose and contents of flight packets

2.47   **LIST** the procurement limitations of the Standard Form 44

2.48   **IDENTIFY** flight packet inventory requirements

Lesson Topic 2.10:   Aircraft Inventory Records

Enabling Objective(s):

2.56   **DESCRIBE** the purpose of the AIR

2.57   **IDENTIFY** the person responsible for preparing the AIR

2.58   **LIST** the forms that make up the AIR

2.59   **LIST** the AIR items which must be inventoried prior to transfer

2.60   **LIST** the information which must be entered into the AIR

2.61   **DESCRIBE** procedures for transferring an aircraft with a shortage

Lesson Topic 2.11:   Aircraft Maintenance and Material Readiness List

Enabling Objective(s):

2.62   **DESCRIBE** the purpose of the AMMRL and IMRL

2.63   **MATCH** the AMMRL program responsibilities to the cognizant activity

2.64   **STATE** active TR processing requirements

2.65   **DESCRIBE** the function and format of an IMRL

2.66   **STATE** the purpose of the IMRL activity inventory record

2.67   **DESCRIBE** how Local Asset Management data is used

2.68   **IDENTIFY** when a wall to wall inventory must be completed

2.69   **STATE** the purpose of the allowance supplement

2.70   **OUTLINE** the procedure for disposition of on-hand excess IMRL items

2.71   **FLOW** chart the process for requisitioning IMRL items

2.72   **STATE** the purpose of a transaction report

2.73   **STATE** the purpose of an IMRL revision request

2.74   **LIST** the procedures for processing an allowance supplement

2.75   **STATE** procedures for requisitioning material to replace IMRL shortages

2.76   **DESCRIBE** when an IMRL goes into effect

2.77   **USE** an IMRL to identify information to manage activity support assets

Lesson Topic 2.12:   Operating Target (OPTAR)

Enabling Objective(s):

2.33   **LIST** OPTAR accounting functions performed by Type Commander

2.34   **LIST** functions performed by DFAS

2.35   **DEFINE** terms used for OPTAR accounting

2.36   **LIST** contents of OPTAR holder accounting records

2.37   **LIST** contents of DFAS listings to OPTAR holder

2.38   **DESCRIBE** procedures for reconciling DFAS listings with local OPTAR records

2.39   **DESCRIBE** procedures for reconciling fuel charges

2.40   **DESCRIBE** the annual and quarterly budgeting process

2.41   **IDENTIFY** information to review material management reports

2.42   **PREPARE** reports OPTAR holder must submit

2.43   **EXPLAIN** the purpose of the ASKIT system

UNIT 3:   **Maintenance Management and Safety Programs**

Terminal Objective(s):

3.0   **MANAGE** maintenance department programs (CTTL item # 181)

2.0   **MAINTAIN** supply and material management programs for Naval Aviation Maintenance (CTTL item # 96)

Lesson Topic 3.1:   Quality Assurance

Enabling Objective(s):

3.1   **DESCRIBE** the Quality Assurance concept

3.2   **STATE** the objective of QA

3.3   **IDENTIFY** individuals responsible for quality in maintenence

3.4   **LIST** functions and responsibilities of QA personnel

3.5   **STATE** qualifications for designation as CDI, CDQAR, and QAR

3.6   **EXPLAIN** designation process for CDI, CDQAR, and QAR

3.7 **IDENTIFY** person authorized to designate QARs

3.8 **LIST** QA managed programs

3.9 **DEFINE** the two types of audits performed by the QA division

3.10 **LIST** the QA monitored programs

Lesson Topic 3.2: Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP)

Enabling Objective(s):

3.53 **EXPLAIN** the purpose of the NAMDRP program

3.54 **IDENTIFY** the manager of the NAMDRP program

3.55 **IDENTIFY** the NAMDRP reporting criteria

3.56 **STATE** exceptions to NAMDRP

3.57 **IDENTIFY** NAMDRP report types

3.58 **STATE** reporting requirements for TFOA

Lesson Topic 3.3: Technical Publications Library

Enabling Objective(s):

3.11 **STATE** functions of the Central Technical Publications Library

3.12 **STATE** the procedures for CTPL initial outfitting

3.13 **LIST** the contents of the CTPL initial outfitting letter

3.14 **NAME** the five parts of the NAPI used by the CTPL

3.15 **EXPLAIN** the Technical Publication Specialist

3.16 **IDENTIFY** publication procurement procedures

3.17 **STATE** the purpose of the ADRL

3.18 **IDENTIFY** the organization that will install and provide training for IETMS

3.19   **IDENTIFY** the QA responsibilities for the Technical Publications Library

3.20   **IDENTIFY** the training required for the CTPL

3.21   **IDENTIFY** the requirements for dispersed technical publications library audit

Lesson Topic 3.4:   Naval Air Systems Command (NAVAIR) Technical Directives

Enabling Objective(s):

3.22   **EXPLAIN** the purpose of the Technical Directive program

3.23   **DEFINE** the types of TDs

3.24   **LIST** the action categories of TDs

3.25   **LIST** the methods of updating TDs

3.26   **LIST** the methods used to distribute TDs

3.27   **DESCRIBE** TDSA

3.28   **OUTLINE** procedures for ordering TDs

Lesson Topic 3.5:   Support Equipment Training and Licensing/Support Equipment Misue and Abuse
               Programs

Enabling Objective(s):

3.130   **EXPLAIN** the purpose of the Support Equipment operator Training and Licensing Program
         and identify applicable directives

3.131   **IDENTIFY** the manager of the SE Training and Licensing Program

3.132   **OUTLINE** procedures for SE licensing

3.133   **STATE** policies regarding SE license expiration

3.134   **EXPLAIN** the purpose of the SE Misue and Abuse Program and identify applicable
         directives

3.135   **IDENTIFY** the manager of the SE Misuse and Abuse Program

3.136   **LIST** reporting requirements and SE Misuse and Abuse routing

Lesson Topic 3.6:   Maintenance Department Safety/ORM

Enabling Objective(s):

3.38   **EXPLAIN** the purpose and manager of the maintenance department safety program

3.39   **LIST** QA safety program responsibilities

3.40   **LIST** applicable directives for maintenance department safety programs

3.41   **IDENTIFY** the manual for SE safety

3.42   **EXPLAIN** Operational Risk Management

Lesson Topic 3.7:   Planned Maintenance System

Enabling Objective(s):

3.29   **EXPLAIN** the purpose of the Planned Maintenance System

3.30   **LIST** the types of aircraft inspections

3.31   **DEFINE** an inspection base date

3.32   **MATCH** allowable deviation to type inspection

3.34   **LIST** required items on local MRCs

3.35   **EXPLAIN** the process for establishing a local MRC

3.33   **IDENTIFY** and explain the different types of PMS publications

3.36   **EXPLAIN** the purpose of the pre-phase inspection meeting

Lesson Topic 3.8:   Cannibalization Management

Enabling Objective(s):

3.123   **EXPLAIN** the purpose of the Cannibalization Management Program and identify applicable directives

3.124   **STATE** the definition of Cannibalization

3.125   **EXPLAIN** Cannibalization Management goal and impact of uncontrolled cannibalization

3.126 **DISCUSS** "O" and "I" level cannibalization procedures

3.127 **STATE** NAMP policy for cannibalization of egress systems and cartridges

3.128 **DESCRIBE** the MMCO's cannibalization management responsibility

3.129 **READ** and interpret a cannibalization Trend Chart Summary

Lesson Topic 3.9:   Transfer/Standard Depot Level Maintenance

Enabling Objective(s):

3.37 **DEFINE** aircraft service period, period end date, and aircraft service period adjustment

3.43 **EXPLAIN** the purpose of the IMC and SDLM programs

3.44 **DEFINE** the two types of rework

3.45 **LIST** the administrative records transferred with an aircraft

3.46 **LIST** the responsibilities of reporting custodians for IMC and SDLM

Lesson Topic 3.10:   Armament Programs

Enabling Objective(s):

3.137 **EXPLAIN** the purpose of the Armament Program and identify applicable directives

3.138 **IDENTIFY** Explosive Handling Personnel levels and certification requirements

3.139 **IDENTIFY** the manager for the Explosive Handling Personnel Qual/Cert program

3.140 **LIST** the composition of the Explosive Handling Personnel Qual/Cert board

3.141 **IDENTIFY** the directive applicable to establish a Laser Hazard Control Program

3.142 **IDENTIFY** the hazards of radiation, laser and HERO

Lesson Topic 3.11:   Avionics Programs

Enabling Objective(s):

3.143 **EXPLAIN** the purpose of the Avionics programs and list applicable directives

3.144   **IDENTIFY** the manager of the Precision Measuring Equipment/Metrology Calibration program

3.145   **OUTLINE** procedures for PME and calibration certification

3.146   **IDENTIFY** the manager of the Electro Static Discharge program

3.147   **STATE** certification requirements for the ESD program

3.148   **STATE** procedures for physical security and requisitioning of Communications Security material

3.149   **STATE** COMSEC systems certification requirements

3.150   **STATE** Micro Miniature certification procedures

3.151   **LIST** compass systems calibration and record keeping requirements for Naval aircraft

Lesson Topic 3.12:   Pre-Deployment Planning/Hazmat

Enabling Objective(s):

3.117   **LIST** the Carrier Air Wing MO responsibilities

3.118   **DESCRIBE** MALS maintenance staff pre-deployment planning responsibilities

3.119   **LIST** squadron responsibilities and advance liaison requirements

3.120   **STATE** the manager for the Marine Air Group Mobile Facility program

3.121   **EXPLAIN** maintenance considerations in pre-deployment planning

3.122   **LIST** required pre-deployment training when going to a CV/CVN

3.64   **EXPLAIN** the purpose of the Hazardous Material Control and Management program

3.65   **DEFINE** maintenance department responsibilities for HMC&M

3.66   **IDENTIFY** individual responsible for hazmat training

3.67   **IDENTIFY** individuals who nominate/designate the HMC&M officer and supervisor

Lesson Topic 3.13:   Foreign Object Damage (FOD)/Plane Captain Certification

Enabling Objective(s):

3.106   **EXPLAIN** the purpose of the Foreign Object Damage (FOD) Prevention Program and identify applicable directives

3.107   **IDENTIFY** the manager of the FOD prevention program

3.108   **IDENTIFY** the QA responsibilities to the FOD program

3.109   **LIST** FOD training requirements

3.110   **LIST** FOD program reporting requirements

3.111   **EXPLAIN** requirements for FOD reports at the "O" and "I" levels

3.112   **EXPLAIN** the purpose of the Plane Captain Certification Program and identify applicable directives

3.113   **IDENTIFY** the manager of the PC Certification Program

3.114   **IDENTIFY** the individual who establishes training programs for PC's

3.115   **LIST** the members of the PC certification board

3.116   **LIST** PC designation requirements

Lesson Topic 3.14:   Tool Control Program/Fuel Surveillance/AVGFE

Enabling Objective(s):

3.59   **EXPLAIN** the purpose of the tool control program

3.60   **IDENTIFY** the tool control program manager

3.61   **STATE** individual responsibilities in the tool control program

3.62   **OUTLINE** tool control inventory procedures

3.63   **DESCRIBE** tool control procedures for a lost/broken tool

3.101   **EXPLAIN** the purpose of the Fuel Surveillance Program and identify applicable directives

3.102   **IDENTIFY** the manager for the Fuel Surveillance Program

3.103   **EXPLAIN** the purpose of the Aviation Gas Free Engineering (AVGFE) Program and identify applicable directives

3.104   **IDENTIFY** the manager for the AVGFE Program

3.105   **LIST** requirements for designation as an AVGFE

Lesson Topic 3.15:   Corrosion Control/Emergency Reclamation Program

Enabling Objective(s):

3.73   **EXPLAIN** the purpose of the corrosion control program

3.74   **IDENTIFY** the manager of the corrosion control program

3.75   **EXPLAIN** corrosion control program responsibilities

3.76   **LIST** the records maintained for the corrosion control program

3.77   **EXPLAIN** the purpose of the emergency reclamation program

3.78   **IDENTIFY** the manager of the emergency reclamation program

3.79   **STATE** the emergency reclamation program responsibilities at the "O"and "I" level

3.80   **LIST** the composition and training of the emergency reclamation team

Lesson Topic 3.16:   Hydraulic Contamination Control Program/NOAP

Enabling Objective(s):

3.68   **EXPLAIN** the purpose of the hydraulic contamination control program

3.69   **IDENTIFY** the individual who manages the hydraulic contamination program

3.70   **IDENTIFY** responsibilities and certification under the hydraulic contamination program

3.71   **STATE** the purpose for the hydraulic contamination log

3.72   **STATE** the division that ensures logbook entries are made for failed hydraulic samples

3.85   **EXPLAIN** the purpose of the Navy Oil Analysis Program (NOAP) and identify applicable directives

3.86   **IDENTIFY** the manager of the NOAP

3.87   **LIST** responsibilities of activities as related to the NOAP

3.88   **DESCRIBE** oil analysis procedures including documentation and forms

3.89   **IDENTIFY** command responsibilities as related to NOAP

Lesson Topic 3.17:   Egress System Checkout/Aviators Breathing Oxygen/Non-destructive Inspection (NDI)

Enabling Objective(s):

3.95   **EXPLAIN** the purpose of the Egress System Checkout Program and identify the applicable directives

3.96   **IDENTIFY** the manager of the Egress System Checkout Program

3.97   **IDENTIFY** procedures for Egress System Checkout certification

3.98   **EXPLAIN** the purpose of the Aviator's Breathing Oxygen (ABO) program and identify applicable directives

3.99   **IDENTIFY** the manager of the ABO program

3.100   **IDENTIFY** the minimum requirements for performing maintenance operations on Liquid Oxygen (LOX) equipment

3.90   **EXPLAIN** the purpose of the Non-Destructive Inspection (NDI) program and identify applicable directives.

3.91   **IDENTIFY** the manager for the NDI program

3.92   **OUTLINE** procedures for NDI certification

3.93   **STATE** the requirements for monthly maintenance plan inputs for NDI

3.94   **IDENTIFY** the levels of NDI certification

Lesson Topic 3.18:   Tire and Wheel Maintenance Safety Program

Enabling Objective(s):

3.81   **EXPLAIN** the purpose of the Tire and Wheel Maintenance Safety program

3.82   **IDENTIFY** the manager of the Tire and Wheel Maintenance Safety program

3.83   **OUTLINE** qualification/certifications for the Tire and Wheel Maintenance Safety program

3.84   **DEFINE** Qualified as related to the Tire and Wheel Maintenance Safety program

Lesson Topic 3.19:   Functional Check Flights/Mobile Facilities

    Enabling Objective(s):

3.47   **EXPLAIN** the purpose of the functional check flight program

3.48   **LIST** conditions requiring a FCF

3.49   **DESCRIBE** procedures for a FCF

3.50   **STATE** the purpose of the FCF checklist

3.51   **STATE** retention requirements for the FCF checklist

3.52   **IDENTIFY** who may authorize a mission in conjunction with a FCF

3.152   **DEFINE** the purpose and general design of a Mobile Facility

3.153   **LIST** the responsibilities of activities as they apply to MF's

3.154   **DESCRIBE** "O" and "I" level maintenance responsibilities and policies for MF's

3.155   **LIST** the forms that make up the MF Logbook and Inventory Record

3.156   **STATE** the frequency and responsibility for MF audits

Lesson Topic 3.20:   Marine Aviation Logistics Support Program

    Enabling Objective(s):

2.78   **EXPLAIN** the purpose of MALSP

2.79   **EXPLAIN** the concept of MASLP

2.80   **IDENTIFY** the four elements of MALSP

2.81   **LIST** and identify the six contingency support packages

2.82   **LIST** sequence of events to deploy an ACE host MALS

2.83   **IDENTIFY** the capabilities of a TAVB

2.84   **LOCATE** specific requirements for coordinating a MALS contingency deployment

UNIT 4:   **Maintenance Reporting**

Terminal Objective(s):

4.0   **ESTABLISH** and use Maintenance Data Systems programs (CTTL item # 338)

Lesson Topic 4.1:   Introduction to the Maintenance Data System

Enabling Objective(s):

4.1   **EXPLAIN** the purpose and scope of MDS and identify applicable directives

4.2   **DESCRIBE** the purpose of Naval Aviation Logistics Command Management Information System and identify applicable manuals

4.3   **LIST** the responsibilities of an activity under the MDS

4.4   **DESCRIBE** the four subsystems of the MDS

4.5   **LIST** the source documents for MDS input

4.6   **DESCRIBE** procedures for use of NALCOMIS reports and form completion

4.7   **LIST** the source for specific data elements required for MDS

Lesson Topic 4.2:   Maintenance Data Reporting

Enabling Objective(s):

4.8   **DESCRIBE** the internal flow/operation of the Maintenance Action Form

4.9   **LIST** the parts/uses of the MAF Daily Audit Report

4.10   **LIST** the data elements required for aircraft engine documentation

4.11   **LIST** the data elements required to complete a technical directive MAF

Lesson Topic 4.3:   Subsytem Capability Impact Reporting (SCIR)

Enabling Objective(s):

4.12 **EXPLAIN** the purpose of the SCIR system and identify applicable directives

4.13 **IDENTIFY** the mission capability goal for specific type/model/series aircraft

4.14 **DETERMINE** Equipment Operational Capability code for a system

4.15 **LOCATE** a mission system/subsystem/component on the Mission Essential Subsystem Matrix

4.16 **DEFINE** a given material condition term

4.17 **DEFINE** the formula for calculating a material condition

4.18 **LIST** criteria to enter a supply status in SCIR documentation

4.19 **IDENTIFY** specific SCIR report

4.20 **EXTRACT** and compute specific data on a SCIR report

Lesson Topic 4.4:   System Administrator/ Analyst (SA/A) Responsibilities

Enabling Objective(s):

4.21 **LIST** qualification and responsibilities of the System Administrator/ Analyst

4.22 **IDENTIFY** the individual and division that manage NALCOMIS

4.23 **IDENTIFY** NALCOMIS funding, procurement, and replacement procedures

4.24 **IDENTIFY** NALCOMIS maintenance responsibilities

4.25 **LIST** available data bases for maintenence data analysis

Lesson Topic 4.5:   Aircraft Utilization

Enabling Objective(s):

4.26 **EXPLAIN** the purpose of Naval Flight Record Subsystem and identify applicable directives

4.27 **IDENTIFY** responsibilities for NAVFLIRS

4.28 **LIST** submission requirements for Record Type 79 data

4.29 **LIST** the types data collected by the Naval Aircraft Flight Record

4.30 **DESCRIBE** the different NAVFLIRS reports

Lesson Topic 4.6:   Monthly Maintenance Reports and Summaries

Enabling Objective(s):

4.31 **DESCRIBE** the purpose of various Maintenance Data Reporting reports

4.32 **LIST** the analysis techniques as applied to maintenance

4.33 **DESCRIBE** the purpose of the Monthly Maintenance Summary

4.34 **LIST** responsibilities as applied to the Monthly Maintenance Summary

4.35 **DESCRIBE** the content, distribution and review of the Monthly Maintenance Summary

Lesson Topic 4.7:   Aircraft Logs and Records

Enabling Objective(s):

4.36 **LIST** applicable directives for maintaining aircraft logs and records

4.37 **STATE** responsibilities as applied to aircraft logbooks and records

4.38 **DESCRIBE** the sections and purpose of the aircraft logbook and records

4.39 **DESCRIBE** the inventory interval for SRC/EHR items

4.40 **IDENTIFY** the central logbook repository

4.41 **DESCRIBE** the data recorded in the aircraft logbook and records

4.42 **LOCATE** specific aircraft logbook data entry requirements and references

Lesson Topic 4.8:   Aircraft Inventory Reporting/XRAY Reporting

Enabling Objective(s):

4.43 **LIST** applicable directives for the Aircraft Inventory Reporting Program

4.44 **DESCRIBE** the purpose and processing of OPNAV X-RAY reports

4.45   **OUTLINE** procedures for correcting and submitting an OPNAV X-RAY

4.46   **IDENTIFY** the content, format, and submission procedures for the Aircraft Accounting Audit Report

4.47   **IDENTIFY** Strike/Damage codes

4.48   **DESCRIBE** the purpose of the Aircraft record "A" card

4.49   **SCREEN** and correct an X-RAY

Lesson Topic 4.9:   Engine Accounting

Enabling Objective(s):

4.50   **EXPLAIN** the purpose of engine accounting and identify applicable directives

4.51   **IDENTIFY** Status-Star code definitions

4.52   **DESCRIBE** the purpose and format of an Engine Transaction Report

4.53   **STATE** the format for an End of Quarter report and due dates

4.54   **LOCATE** status-star codes for specific maintenance actions

UNIT 5:   **Aircraft Weight and Balance**

Terminal Objective(s):

6.0   **MAINTAIN** a command Aircraft Weight and Balance Program. (CTTL item # 396)

Lesson Topic 5.1:   Introduction to the Aircraft Weight and Balance Program

Enabling Objective(s):

6.1   **EXPLAIN** the purpose of the Aircraft Weight and Balance Program.

6.2   **IDENTIFY** the manuals and instructions associated with the Weight and Balance Program.

6.3   **DETERMINE** the order of precedence for manuals and instructions associated with the Weight and Balance Program.

6.4   **DESCRIBE** individual command responsibilities in the Aircraft Weight and Balance Program

6.5   **IDENTIFY** the occasions an aircraft will be weighed/reweighed

6.6   **STATE** the minimum qualifications for assignment as the Aircraft Weight and Balance Officer

6.7   **DETERMINE** an aircraft's weight and balance classification

6.8   **DEFINE** the terms associated with the Aircraft Weight and Balance Program per NA-1B-40 and NA-1B-50

6.9   **DEFINE** the formulas associated with the Aircraft Weight and Balance Program per NA-1B-40 and NA-1B-50

6.10   **IDENTIFY** weight and balance charts/forms DD 365, Charts A, C, & E and Forms B & F, to include their relationship to each other

6.11   **DETERMINE** the disposition/replacement procedures for the weight and balance handbook and associated records

6.12   **RESOLVE** concerns with the accuracy of weight and balance data for all assigned aircraft

6.13   **ENSURE** ABDR actions do not cause unacceptable weight and balance conditions

Lesson Topic 5.2:   Manual Aircraft Weight and Balance Handbooks

Enabling Objective(s):

6.14   **DESCRIBE** the elements of each manual weight and balance chart and form

6.15   **INCORPORATE** changes to weight and balance personnel assignments using a manual Weight and Balance Handbook

6.16   **REVIEW** Form B for accuracy

6.17   **CONDUCT** an aircraft weight and balance inventory to include updating all Chart A and Chart C using a manual Weight and Balance Handbook

6.18   **INCORPORATE** changes to aircraft configuration, to include technical directives, on Charts A & C using a manual Weight and Balance Handbook

Lesson Topic 5.3:   Automated Aircraft Weight and Balance Handbooks

Enabling Objective(s):

6.19   **Obtain** AWBS software

6.20   **INSTALL/UPDATE** the AWBS software

6.21   **APPLY** AWBS security features

6.22   **DESCRIBE** the elements of each AWBS weight and balance chart and form

6.23   **CONVERT** previous versions of the AWBS data to the most current version

6.24   **IMPORT** an aircraft into AWBS

6.25   **INCORPORATE** changes to weight and balance personnel assignments using AWBS

6.26   **COMPLETE** the aircraft description form using AWBS

6.27   **REVIEW** Form B for accuracy to include manually inputting the data into AWBS

6.28   **CREATE/ASSIGN** a master Chart A using AWBS

6.29   **SELECT** aircraft for updates using AWBS

6.30   **CONDUCT** an aircraft weight and balance inventory to include updating all Chart A and Chart C using AWBS

6.31   **INCORPORATE** changes to aircraft configuration, to include technical directives, on Charts A & C using AWBS

6.32   **EXPORT** an aircraft from AWBS

Lesson Topic 5.4:   Aircraft Weight and Balance Clearance Form F

Enabling Objective(s):

6.33   **IDENTIFY** the requirements for completing Form F to include "repetitive use Form Fs" per the NA01-1B-50

6.34   **EXTRACT** required information from Chart E to complete Form F

6.35   **COMPLETE** Form Fs using the manual form

6.36   **COMPLETE** Form Fs using AWBS

UNIT 6:   **Case Studies**

Terminal Objective(s):

5.0   **DEVELOP** solutions to specific maintenance scenarios (CTTL item # 393)

Lesson Topic 6.1:   Case Studies

Enabling Objective(s):

5.1   **EXPLAIN** the responsibilities of maintenance department personnel for selected real world scenarios

5.2   **DEBRIEF** actions maintenance department personnel would take in a given case study